

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:**        **Administration of Public Assistance for Community Recovery (R335)**

**Curriculum:** **Management Science Curriculum**

The *Administration of Public Assistance for Community Recovery* (APACR) is a 6-day course created to help local, county, State, and tribal government agencies be better prepared to apply for Federal assistance after a Presidentially declared emergency or disaster.

The purpose of this course is to help students understand how and why their organizations, people, process, and paperwork must be aligned to meet Federal fiduciary standards for public assistance recovery. Police, fire, emergency medical services (EMS), public works, schools, finance, building, parks, and administration departments play a part to ensure the community receives its eligible public assistance funding after an emergency or disaster.

The topics covered in this course include the Stafford Act, Office of Management and Budget (OMB) standards, Federal Emergency Management Agency (FEMA) policies and procedures, Incident Command System (ICS) documentation, public assistance categories A to G, and the criteria for reimbursement of force account labor, force account equipment, materials, rented materials, and contracts. The learning methodologies include case study analysis, group discussions, and major simulation exercises transitioning from Emergency Operations Center (EOC) operations to long-term recovery.

Local, county, State, or tribal staff who attend this course will learn how to integrate their organization's administrative systems and ICS documentation in the preparation, response, recovery, and mitigation stages of disasters.

### **Criteria for Contract Instructor Selection**

#### **Academic Requirement**

1. Bachelors degree minimum from a regionally accredited institution of higher education in an administration field, e.g., business, public finance, emergency management, etc.
2. Must have taken and passed the R335 course.

#### **Instructional Experience**

1. Experience teaching adults.
2. A teaching certification or qualifications from a national, State, local, or Federal institution.

## **Knowledge and Experience in Subject Area**

1. Basic knowledge through course work in the following subjects: ICS, Stafford Act, and public assistance.
2. Identified work experience (minimum one, preferred more than one, activation) at the local, county, State, tribal, or national level at one of the following: Incident Command Post (ICP), EOC, Area Field Office (AFO), or Joint Field Office (JFO) during a Presidential declaration.

## **Continuing Practice or Education**

The ability to maintain currency in the field and specific course by meeting **at least one** of the following criteria:

1. Teaching a similar course at a college or university level.
2. Taking a similar course within the past 5 years.
3. Teaching the course at the National Fire Academy (NFA) or in the field within the past 2 years.
4. Writing and researching a paper or article related to the course topic for at least one of the fire service or related discipline's trade journals within the past 2 years.

Failure to provide approved documentation of ongoing practices or education may result in revocation of the contract instructor status.

## **Submit cover letter and documentation to:**

Lisa Makar, Secretary  
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U.S. Fire Administration  
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